

Presbytery of Carlisle

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Guidelines for Planning Services of Installation and Ordination

An installation and ordination of a Teaching Elder is unlike any other worship service. In such a service, we evidence one of the hallmarks of the Presbyterian Church (USA)--that we are a connectional church and as such, ordination and installation of a Teaching Elder is an act of the whole church. Unlike any other worship service, an installation and ordination service is NOT one of the congregation alone, but it is in fact a service of the Presbytery as a whole body. It provides the opportunity for members of the presbytery, as well as Ruling Elders, to be witnesses to the celebration of a Call of a colleague in ministry. With this in mind, Carlisle Presbytery offers the following guidelines for a Service of Ordination and/or Installation.

Steps to Plan for the Service of Installation and Ordination

1. Selection of Commissions to Ordain and/or Install - Guidelines

Every service to ordain and/or install a Teaching Elder requires an Administrative Commission. The Pastor-elect is responsible for selecting the members of the Commission, with the exception of the Moderator of Presbytery who is automatically a member of the Commission. The Commission to ordain and/or install ministers as a Teaching Elder shall consist of not fewer than (5) members, or more than 7, including the Moderator, who shall preside. The members of the Commission shall as nearly as possible, balance the number of Teaching and Ruling Elders from within the Presbytery with not more than one (1) of the Ruling Elders from any one constituent church. All members of the Commission shall participate in the service. Additional Teaching and Ruling Elders may be invited to participate in the service, including persons from outside the Presbytery, taking care that the balance of Teaching and Ruling Elders is maintained. Such persons are not considered as part of the Commission.

2. Date for the Service

The pastor-elect is responsible for checking that the chosen date is available with the Moderator as well as the other participants in the service. Once the commission is formed, the pastor-elect shall submit the names as well as the date and time of the service to the committee on ministry, through the Stated Clerk, for approval.

3. Invitations

Since it is the Presbytery that ordains and installs Teaching Elders, other members of the Presbytery (in addition to the Commission) are expected to attend. An ordination/installation service provides an

opportunity for a congregation to extend the ministry of hospitality to others. Extending invitations to the worship service is an appropriate expression of that hospitality, and is the responsibility of the Pastor-elect. The presbytery can provide address labels. Additionally the presbytery can provide, via mass e-mail, invitations to the churches and pastors of the presbytery. Please contact the presbytery office to make these arrangements. (717) 737-6821.

All bulletins and announcements for ordination or installation services should always indicate that the service is under the aegis of the Presbytery of Carlisle.

Following the worship service, the host church may hold a reception with refreshments, which provides a time for everyone to give personal greetings, congratulations and best wishes to the new pastor.

4. Order of Worship for Installation and Ordination Services

The Pastor-elect is responsible for developing the worship service for the ordination and/or installation service. Questions may be directed to the Stated Clerk. The front of the bulletin should say- **“A Service of Installation of Teaching Elder (Name) as Pastor of (Name of Church)”** or in the case of an Ordination/Installation- **“A Service of Ordination and Installation of (Name) as Teaching Elder and Pastor of (Name of Church)”**

The service of ordination/installation should include the following elements:

Prelude

Procession of Commission (optional)

Convening of the Presbytery by the Moderator

Call to Worship

Hymns of Praise and Thanksgiving

Prayer of Confession and Assurance of Pardon

Prayer for Illumination and Scripture Reading(s)

Sermon

Offering – Offering is designated for the:

Presbytery of Carlisle’s Emergency Fund for Ministers and Christian Educators

Prayers of Thanksgiving, Intercession and Supplication

Ordination/ Installation – conducted by Moderator

Presentation of the Pastor Elect or Ordinand by Ruling Elder from congregation

Constitutional Questions

- to the Pastor Elect or Ordinand

- to the Congregation (may be led by a Ruling Elder from Congregation)

- to the Presbytery

Laying on of Hands- kneeling for ordination/ standing for installation

Prayer of Ordination/Installation

Declaration of Ordination/Installation

Members of Presbytery Welcome and Greet Individual

Charges (optional)

- to the pastor-elect

- to the congregation

Investiture of the Symbols of Office (optional)

Celebration of the Lord's Supper (optional)

Benediction by newly installed pastor

Recessional and/or Postlude

Notes About Order of Worship

Offering

In ordination the church recognizes the offering of a person's life in service to Jesus Christ as a response to Christ's self-offering. Receiving an offering of material goods is an appropriate during the worship service. In the Presbytery of Carlisle, this offering shall be designated for the "**Presbytery of Carlisle's Emergency Fund for Ministers and Christian Educators**"; this should be indicated in writing in the bulletin and verbally during the call for the offering.

This fund is administered through the Committee on Ministry. Individual churches receiving Presbytery funds at an ordination or installation service should deposit the funds in their church account and transmit the funds to the Presbytery office by check. The church shall be responsible for forwarding funds to the presbytery office within two weeks following the service of ordination and/or installation.

Constitutional Questions (These are provided in case you wish to include in the bulletin.)

Questions for the Candidate (by Moderator)

(Candidate Name), God has called you by the voice of this church to serve Jesus Christ in a special way. You know who we are and what we believe and you understand the work for which you have been chosen. I therefore ask you the following questions:

Do you trust in Jesus Christ your Savior, acknowledge him Lord of all and Head of the Church, and through him believe in one God, Father, Son and Holy Spirit? If so, please answer I do.

Do you accept the Scriptures of the Old and New Testaments to be, by the Holy Spirit, the unique and authoritative witness to Jesus Christ in the Church universal, and God's Word to you? If so, please answer I do.

Do you sincerely receive and adopt the essential tenets of the Reformed faith as expressed in the confessions of our church as authentic and reliable expositions of what Scripture leads us to believe and do, and will you be instructed and led by those confessions as you lead the people of God? If so, please answer I do and I will.

Will you fulfill your ministry in obedience to Jesus Christ, under the authority of Scripture, and be continually guided by our confessions? If so, please answer I will.

Will you be governed by our church's polity, and will you abide by its discipline? Will you be a friend among your colleagues in ministry, working with them, subject to the ordering of God's Word and Spirit? If so, please answer I will.

Will you in your own life seek to follow the Lord Jesus Christ, love your neighbors, and work for the reconciliation of the world? If so, please answer I will.

Do you promise to further the peace, unity, and purity of the church? If so, please answer I do.

Will you pray for and seek to serve the people with energy, intelligence, imagination and love? If so, please answer I will.

Will you be a faithful Teaching Elder, proclaiming the good news in Word and Sacrament, teaching faith, and caring for people? Will you be active in government and discipline, serving in the councils of the church; and in your ministry will you try to show the love and justice of Jesus Christ? If so, please answer I will.

Questions for the Congregation (by Ruling Elder of the congregation)

Do we the members of the church accept (candidate) as our Pastor, chosen by God through the voice of this congregation to guide us in the way of Jesus Christ? Do we?

Do we agree to pray for him/her, to encourage her/him, to respect his/her decisions, and to follow as he/she guides us, serving Jesus Christ, who alone is Head of the church? Do we?

Do we promise to pay her/him fairly and provide for her/his welfare as he/she works among us; to stand by her/him in trouble and share his/her joys? Will we listen to the word he/she preaches, welcome his/her pastoral care, and honor her/his authority as she/he seeks to honor and obey Jesus Christ our Lord? Do we and will we?

Questions for the Presbytery (by Moderator)

Although not in the Book of Order, it is Carlisle Presbytery's custom to ask the following questions of the Presbytery at an installation/ordination.

Do we, the members of the Presbytery of Carlisle, welcome (individual) into the Presbytery of Carlisle as a sister/brother in Christ and as one authorized by us to exercise ministry at (Name of Church)? Do we?

Do we promise to support him/her in prayer, fellowship, and collegiality as she/he pursues her/his ministry as a pastor and presbyter in this place? Do we?

Do we agree to welcome her/him to share in the work and deliberations of this presbytery as one whom God has called to labor together with us and will we listen for God to speak among us through her/his voice? Do we and will we?

Welcome and Greetings

The Book of Order directs that the members of the presbytery and others as may be appropriate shall welcome the new minister into the Ministry of the Word and Sacrament. It is the custom of Carlisle Presbytery that the Moderator invite not only the Commission but also all Teaching and Ruling Elders to participate in the laying on of hands and to greet the newly ordained/installed individual person after the announcement of ordination/installation has been declared by the Moderator.

Optional Items

Charges to the Pastor and/or Congregation

The Book of Order makes provision for brief charges to be given as part of an installation service. Since the sermon focuses on the nature and gifts for ministry and calls everyone in attendance to renewed faithfulness, a charge is an option, not a necessary element. However, the inclusion of a charge does present an opportunity for comments of a more personal nature that can be directed to the pastor and/or congregation. A charge also provides a way to include others who have a close relationship with the pastor-elect or with the congregation in the worship service. Care should be taken that the sermon does not turn into a charge and that the charge does not turn into a sermon.

Investiture of Symbols of Office

Another option for the service is the investiture of the symbols of office by a representative of the congregation. Suggested symbols are:

Bible: Receive what we have received from the church, the scriptures of the Old and New Testaments. Study them to show yourself approved, a worker who need not be ashamed, rightly divining the Word of Truth. Proclaim this truth in our midst as you teach, preach and care for the members of this congregation.

Water: Receive this water as a symbol of privilege that is yours by virtue of this office to baptize in the name of the triune God. Go and make disciples of all peoples, baptizing them in the Name of the Father and of the Son and of the Holy Spirit.

Bread and wine: Receive this bread and wine as symbols of the privilege of presiding at our Lord's Table as we gather to be nurtured by the Risen Christ. Feed us with the Bread of Life that none among us shall know hunger or thirst.

Stole: Receive this symbol of your pastoral office, to oversee on behalf of the Presbytery and to care for the members of the congregation. May your labor be such that you find this yoke easy and this burden light.

The Moderator (Vice-Moderator) may add: Receive these gifts as symbols of the Mysteries of Grace over which you are now steward on our behalf and as a sign of our welcome to you in this ministry.

Celebration of the Lord's Supper

The celebration of the Lord's Supper is another significant, but optional, addition to the order of worship for an ordination or installation service. The newly ordained pastor may officiate at the Communion celebration. If the pastor-elect desires to include a Communion celebration in his or her ordination or installation service, prior approval must be obtained from the Presbytery or from the Committee on Ministry acting on the Presbytery's behalf.